



# Secretary of State

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## NOTICE OF VOIDED RECORDS RETENTION SCHEDULE

Schedule #85-97, dated January 3, 1986

Application #921215-01

DATE: October 6, 1993

TO: Donna L. Strickland - Records Management Officer,  
Department of Law

FROM: Peter E. Schinkel - Head, Schedule Section

SUBJECT: Receipt and filing of Law Department request of December 11, 1992 to void  
Schedule #85-97, approved January 3, 1986

### VOIDED SERIES

TITLE: "Data Processing Program Security Back-up Printouts," 1983 and continuing

This series was never created and the schedule never implemented. The Department of Law stores electronic back-up copies of the Department's data processing programs with the Department of Administrative Services. Schedule #85-97 is void.

This change request has been received and filed with the official copy of the approved records retention schedule.

Peter E. Schinkel - Head, Schedule Section

11-6-93

Date

encl: Photocopy of Schedule #85-97, dated 1/3/86

cc: Robert E. Williams - Manager, State Records Center  
Sharon VerBeek - Manager, Systems Support  
Robert E. White - Assistant Director



## APPLICATION FOR RECORDS RETENTION SCHEDULE

851202-01

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE   |  | FOR RECORDS MANAGEMENT USE   |                              |
|--|--|--|------------------------------|
| Application Date<br>11/7/85  | 1. Agency Address<br>State Law Department<br>132 State Judicial Building<br>40 Capitol Square<br>Atlanta, GA 30334 | Application Number<br>85-97  |                              |
| Application Number   |  | Date Received<br>DEC 2 1985  | Date Completed<br>JAN 3 1986 |
| 2. Person to Contact<br>Edna Moore   |  | Working Title<br>Director, Computer Services   |                              |
|  |  | Telephone Number<br>656-2704   |                              |
| 3. Action Requested<br>a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.<br>b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.<br>c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void  |  |  |                              |
| 4. Dates of Series<br>Earliest<br>1983   |  | 5. Records Series Title (followed by title used in office, if different)<br>Data Processing Program Security Back-up Printouts |                              |
| Latest<br>Current  |  |  |                              |
| 6. Division and Office Function<br>What is the function of the Division and the Office in which this record series is created?<br><br>The State Law Department furnishes legal services to assigned State Departments, Agencies, Boards, and Commissions and the officers, employees and members thereof. The Computer Services Division is responsible for all word processing and data processing for the Law Department.  |  |  |                              |
| 7. Record Series Description<br>This file contains the following documents (include form numbers and titles, if any):<br>Attach samples of the file.<br><br>Documents relating to:<br><br>Included are: Printouts of all data on certain D/P programs. They are sent as a safety measure should disaster strike our backup disk paks and they be lost or ruined.<br>The series includes printouts of our cases/matters/correspondence control and includes all information on our cases and matters, open and closed for the entire Law Department. Should we lose our magnetic data, we would need a record of exactly what was on the magnetic medium, and these printouts are the only source.<br><br>File is arranged: By case/matters received and by cases/matters closed. |  |  |                              |
| 8. Monthly Reference Rate<br>How often are records referred to which are:<br>One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____;<br>twenty-five months and older _____? Only used in case of backup disk paks disaster.   |  |  |                              |
| 9. Annual Rate of Accumulation of Records<br>Printout in cover approx 12" by 15" by 4".<br>Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____<br>Initial transmittal approx 4 folders (16"), thereafter 1 (4").   |  |  |                              |

|   |  |                                     |
|---|--|-------------------------------------|
| X | a. Is this the original copy of the series?<br>If not, where is it?  | In the Law Department on disk paks. |
| X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.                                       |                                     |
| X | c. Is this a vital record?   |                                     |
| X | d. Does this series have historical or long term research value?   |                                     |
| X | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?   |                                     |
| X | f. Is the information contained in this series ever published? If yes, attach copy.  |                                     |
| X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. For Law Department use only. |                                     |
| X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?  | On back up disk paks.               |
| X | i. Is this series (or a major portion of it) regularly microfilmed?  |                                     |
| X | j. Does the record series result in a computer printout?   | It is a computer printout.          |

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                    |
|--------------------------|--------------|-----------------------------------|--------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.       |
| b. Statute of limitation | _____ years. | e. Administrative need            | Seven _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.       |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Back up for disk paks of vital information.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other quarter then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 7 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature)   | Date     | Records Management Officer (Signature) | Date     |
|--|----------|--|----------|
| <i>[Signature]</i>   | 11/11/85 | Donna L. Strickland                    | 11-7-85  |
| Recommendations in paragraph 12 are approved.<br>(If disapproved, attach letter of explanation.) |          | State Records Committee (Signature)    |          |
|  |          | State Auditor/Designee                 | Date     |
|  |          | Secretary of State/Designee            | Date     |
|  |          | Attorney General/Designee              | Date     |
|  |          | <i>[Signature]</i>                     | 12/19/85 |
|  |          | <i>[Signature]</i>                     | 12/9/85  |
|  |          | <i>[Signature]</i>                     | 1/2/86   |